



STATE OF CALIFORNIA DEPARTMENT OF MOTOR VEHICLES

OPEN EXAMINATION FOR  
DRIVER SAFETY OFFICER

MONTHLY SALARY RANGE: \$2495 - 4338

1MV40

**FINAL FILE DATE** June 28, 2001 is the final file date. Applications (STD. Form 678) must be postmarked no later than the final file date. Applications postmarked, personally delivered after 5:00 p.m., or received via interoffice mail after the final filing date will not be accepted.

**WRITTEN TEST DATE** SEPTEMBER 22, 2001.

**WHO MAY APPLY** Persons who meet the minimum qualifications as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.

**HOW TO APPLY** Submit Examination Application (STD. Form 678)

<b>By mail to:</b> Department of Motor Vehicles Selection Services Unit <b>Driver Safety Officer</b> P.O. Box 932315 Sacramento, CA 94232-3150	<b>OR</b>	<b>In person to:</b> Department of Motor Vehicles Human Resources Branch 2570 - 24th Street 1st Floor Lobby - Examination Drop Box Sacramento, CA 95818
---	-----------	--

All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

**NOTE:** Evidence of completion of required course work must be attached to the application at the time of filing (i.e., OFFICIAL transcripts). Applications received without this information will be rejected.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**SPECIAL TESTING ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box on the Examination Application. You will be contacted about specific arrangements.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** **NOTE:** All applicants must meet the education and/or experience requirements for this examination by the *Written Test date*.

Possession of a valid California driver’s license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess a license will be admitted to the examination, but must secure the license prior to appointment.)

and

The following patterns may be combined proportionately, when applicable, to meet the overall experience requirement:

Either I

**Education:** Equivalent to graduation from four years of college, preferably with a degree in criminal justice, pre-law, psychology, sociology, or a related field, or an equivalent degree approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Division 10, Part 59, Chapter 3. (Students in their senior year of college will be admitted to the examination, but they must produce evidence of graduation before they can be considered eligible for appointment.)

Or II

**Education:** Successful completion of the equivalent of nine semester units of college, which must have included at least one course in English Composition and two courses in Psychology, Sociology, or a related field. and

**Experience:** One year of experience in the Department of Motor Vehicles performing the duties of a Licensing/Registration Examiner or Senior Motor Vehicle Technician. (Additional college education may be substituted for the required general experience on the basis of one year of education for six months of general experience.) or

**Experience:** Two years of experience in the Department of Motor Vehicles with at least 18 months of that experience performing the duties of a Motor Vehicle Technician, Range B, or Motor Vehicle Field Representative, Range C. (Additional college education may be substituted for the required general experience on the basis of one year of education for six months of general experience.)

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Driver Safety Officer

VQ51/8727

PM/AS

Or III

**Education:** Equivalent to completion of two years (60 semester units or 90 quarter units) of college education which must have included at least one course in English Composition and two courses in Psychology, Sociology, or a related field. (Students in their second year or college will be admitted to the examination, but they must produce evidence of completion of the required 60 semester or 90 quarter units before they can be considered eligible for appointment.) **and**

**Experience:** One year of experience in the Department of Motor Vehicles performing the duties of a class with a level of responsibility comparable to that of at least a Motor Vehicle Assistant, Range B; Motor Vehicle Technician, Range A; or Motor Vehicle Field Representative, Range B. (Additional college education may be substituted for the required general experience on the basis of one year of education for six months of general experience.) **or**

**Experience:** Two years of experience in the Department of Motor Vehicles with at least 18 months of that experience performing duties of a class with a level of responsibility comparable to that of at least an Office Assistant, Range B. (Additional college education may be substituted for the required general experience on the basis of one year of education for six months of general experience.)

DEFINITION OF TERMS

"Performing the duties of...." To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment, or TAU to the class) specified.

"Performing duties of a class with a level of responsibility comparable to...." For this requirement, the applicant must have State service experience of appropriate type and length in a class substantially the same (or a higher) level of responsibility as the class specified.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated willingness to accept, and an aptitude for, increasing responsibility; desire to pursue on-the-job training; and possession of a good driving record which includes no convictions within the past three years for driving under the influence of alcohol or drugs, hit and run, reckless driving, or manslaughter. Also included is not being a negligent operator as defined in Section 12810 of the Vehicle Code and having no Administrative Per Se suspensions (Section 13353 and 13353.2 VC) within the past three years, no Financial Responsibility suspensions (Section 16004a, 16020, and 16070 VC) within the past three years, no failures to answer a signed promise to appear (40508 VC), or no failures to pay a lawfully imposed fine (40509 VC). If a person has failed to answer his/her signed promise to appear (40508 VC) or has failed to pay a lawfully imposed fine (40509 VC), he/she will not be hired until the court case has been cleared.

POSITION DESCRIPTION AND LOCATION

This is the recruiting, training and journey level for this series. Employees are assigned duties on the basis of their background and training. Under close supervision, incumbents become increasingly responsible for their own work in the Driver Safety Program of the Department of Motor Vehicles. Incumbents may work in either a Field Office or a Headquarters Unit. In a Field Office, the incumbent works on and is introduced to the less involved types of hearings, re-examinations and interviews, including Negligent Operator, lack of skill/knowledge, and some Physical/Mental hearings. As knowledge and skills are developed, the incumbents may conduct all types of hearings including, but not limited to, Special Certificate, Commercial Driver, Financial Responsibility, Physical/Mental, Negligent Operator, Fraud and Seizure and Sale. In Headquarters, incumbents review and recommend or order actions on various involved problem cases involving drivers' eligibility to hold licenses, or they may perform technical duties related to experience and training and may prepare correspondence for the signature of the Chief and Director. The incumbent is expected to understand the application of laws, administrative procedures, rules of evidence and regulations relating to the types of hearings, interviews and re-examinations conducted. Incumbents will develop skills in report writing, interviewing and interpersonal communication.

Positions exist throughout the State.

Written Test will be conducted throughout the State.

Selected candidates may be required to participate in the DMV Pull Notice Program. This will require submission of their California driver license number. The program requires a review of an employee's driving record when certain updates are received by the department.

EXAMINATION INFORMATION

This examination will consist of a Written Test, weighted 100.00%. Candidates must attain a minimum rating of 70.00% in order to obtain a position on the eligible list.

WRITTEN TEST - WEIGHTED 100.00%

- Scope:** The knowledge, skills, and abilities needed to perform in this classification are shown below:
- A. Knowledge of:

1. Proper spelling, grammar, punctuation, and sentence structure for the English language to ensure that prepared and/or reviewed written materials are complete, succinct, and free of writing errors.
- B. Skill to:

1. Read and comprehend detailed written information pertaining to driver safety and related issues.

2. Read and interpret a variety of charts, tables, and graphs to make determinations regarding the ability to operate a motor vehicle safely.

3. Summarize information, *in writing*, pertaining to driver safety and related issues.

- 4. Interact effectively with co-workers, supervisors, other departmental employees, and staff from other agencies.
- 5. Interact with the public in a courteous, professional, and efficient manner.
- 6. Identify and make an appropriate decision from a variety of alternative solutions in a timely manner.

- C. **Ability to:**
- 1. Understand how written laws, policies, and codes relate to driver safety and related issues.
  - 2. Evaluate situations accurately and take effective action at the appropriate time.
  - 3. Maintain self-confidence and a professional demeanor to perform job duties in stressful situations.
  - 4. Deal with sensitive matters in a tactful and effective manner.
  - 5. Read and understand the English language to respond to correspondence, utilize reference materials, and ensure the legibility of documents.

See reverse side for additional information.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Driver Safety Officer	VQ51/8727	PM/AS
ELIGIBLE LIST INFORMATION	A departmental open list will be established for the Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.	
VETERANS POINTS AND CAREER CREDITS	Veterans preference points will be added to the final score of all open competitors in this examination who qualify for, and have requested, these points and who are successful in the examination. (See “General Information” on this bulletin for more information regarding veterans preference points.)	
	Career credits will not be granted in this examination.	

GENERAL INFORMATION

**Questions?** If you have any questions concerning this announcement, please contact the Department of Motor Vehicles’, Selection Services Unit (916) 657-7713.

**It is the candidate's responsibility** to contact the Department of Motor Vehicles’, Selection Services Unit (916) 657-7713 three days prior to the written test date if the candidate has not received a Notice.

**For an examination without a written feature** it is the candidate's responsibility to contact the Department of Motor Vehicles’, Selection Services Unit (916) 657-7713 three weeks after the final file date if the candidate has not received a progress Notice.

**If a candidate's Notice** of interview or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this announcement will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Motor Vehicles** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Criminal Record Clearance Information:** Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Interview Scope:** If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress made in their efforts toward self-development.

**Rule 235:** An employee who has moved from one agency to another without a break in service may participate in the promotional examination for the agency from which that employee moved while employed under probationary status, limited-term appointment, or temporary authorization (TAU). If a promotional examination is being held for any agency to establish an employment list for an administrative, professional or technical class, an employee of another agency who is otherwise eligible may participate, of that employee had promotional eligibility in the designated agency at any time within three years of the date of the examination and has had no subsequent break in service by resignation, non-disability retirement or removal for cause.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Veterans preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested the points. Due to a January 1, 1996, law change, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS. Directions for applying for veterans credits are on the Veterans Preference Application form which is available from State Personnel Board offices.

**Career Credits :** In open-nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full time employees of the State who are exempt form State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the State Personnel Board, and have 12 consecutive months of service in an exempt position, or 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 18 months after graduation from the California Conservation Corps.) Three points are added to the final test score of those candidates who meet one of the above criteria and who are successful in the examination. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for

career credits, but they must explain their civil service status in the appropriate section of the application Form SPB 679 (12/93). (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814.)

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

*TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device*

California Relay Telephone Service for the deaf or hearing impaired  
from TDD Phones: 1-800-735-2929  
from Voice Phones: 1-800-735-2922

**UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.**

<b>DRIVER SAFETY OFFICER</b>		<b>BULLETIN RELEASE DATE:</b>	<b>June 7, 2001</b>
<b>VQ51/8727</b>	<b>PM/AS</b>	<b>FINAL FILE DATE:</b>	<b>June 28, 2001</b>
	<b>1MV40</b>		